



## **EXECUTIVE DIRECTOR POLISH-U.S. FULBRIGHT COMMISSION**

Applications are invited for the Warsaw-based position of Executive Director (ED) of the Polish-U.S. Fulbright Commission. The ED reports to a binational Board of Directors designated by the United States and Polish governments.

### **About the Fulbright Program**

The worldwide Fulbright Program is designed to:

- Increase mutual understanding between the people of the United States and the people of other countries.
- Strengthen the ties that unite the United States with other nations.
- Promote international cooperation for education and cultural advancement.
- Assist in the development of friendly, sympathetic, and peaceful relations between the United States and other countries of the world.

### **About the Executive Director**

Reporting to the binational Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Polish-U.S. Fulbright Commission's staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of the field of Fulbright educational exchange programs, its core activities, operations, and business plans.

### **Responsibilities**

#### **Leadership & Management:**

Ensure ongoing local programmatic excellence, rigorous program evaluation and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.

Actively engage and energize Commission staff, board members, event committees, alumni, partnering organizations and funders.

Develop, maintain and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing programs and proposed new programs, ensure Board of Directors has information and resources to facilitate its oversight and decision-making.

Lead, coach, develop and retain the Commission's management team.

Ensure effective systems to track progress on agreed strategic goals, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

### **Fundraising & Communications:**

Develop a strategic plan for local revenue generating and fundraising activities to support existing program operations and expansion.

Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.

Use external presence and relationships to garner new opportunities.

### **Planning & Program Expansion:**

Design the national expansion and complete the strategic business planning process for the program expansion.

### **Qualifications**

The ED will be thoroughly committed to Polish-U.S. Fulbright Commission's mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree with at least 7 years of management experience; track record of effectively leading a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized innovative strategies that have taken an organization to the next stage of growth.
- Experience in working with NGOs, with government agencies; and/or with academic institutions or scholars is a plus.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to strategic planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

The position requires travel throughout Poland to promote and encourage applications from all regions and all universities in Poland for the Fulbright program and other U.S. and Polish Government funded programs which are administered by the Polish-U.S. Fulbright Commission. The ED must be strongly committed to promoting mutual understanding between the United States of America and Poland, and to working with the U.S. and Polish governments to identify new areas of academic excellence that will be key to strengthening our countries' bilateral relations and cooperation on the global stage.

A two-year renewable contract, with annual performance review conducted by the Polish-U.S. Fulbright Board of Directors, will be offered to the successful candidate beginning on or about **August, 2015**. Salary is negotiable and commensurate with experience and qualifications.

A cover letter addressing the above qualifications and accompanied by a CV should be directed by e-mail to [fulbright@mizrach.pl](mailto:fulbright@mizrach.pl) no later than **June 7<sup>th</sup>, 2015** (both in Polish and English). Questions about the position should also be submitted to this address. Only applications received by the closing date will be considered.

Information about the worldwide Fulbright Program can be found at:  
**[exchanges.state.gov/academicexchanges/index/fulbright-program.html](http://exchanges.state.gov/academicexchanges/index/fulbright-program.html)**

Information about the Fulbright Program in Poland can be found at:  
**[www.fulbright.edu.pl](http://www.fulbright.edu.pl)**